

**SAUK CENTRE CITY COUNCIL
REGULAR MEETING
WEDNESDAY, MARCH 18, 2009 – 6:30 P.M.**

1. CALL TO ORDER/ ROLL CALL/ PLEDGE OF ALLEGIANCE

The Sauk Centre City Council met in a Regular Meeting on Wednesday, March 18, 2009 at 6:30 p.m. in the City Hall Council Chambers pursuant to due notice being given thereof. Present were Mayor Brad Kirckof, Council Members David Thomas, Keith Johnson, Warren Stone and Al Coenen. Also present were City Administrator Vicki Willer, Police Chief Bryon Friedrichs, City Planner Sarah Morton, Fire Chief Polipnick, Public Works Director Butch Wessel and City Engineer Yapp of Bonestroo. Mayor Kirckof presided thereat.

2. APPROVAL OF AGENDA

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the agenda as presented. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

3. APPROVAL OF MINUTES

The Council's March 4, 2009 Regular Meeting Minutes were approved with changes.

4. PUBLIC OPEN FORUM

None.

5. PUBLIC HEARINGS

None.

6. REPORTS/PRESENTATIONS

- a. Police Chief Friedrichs reported that there were 420 calls in February.
- b. Public Works Director Wessel reported on the March 16, 2009 Airport Commission meeting as follows:
 - Four members were present
 - Fuel price was reduced to \$3.49/gallon to be more competitive with other airports
 - The Airport Commission recommended Council approval to proceed with getting estimates for the finalization of the 11 unit t-hangar
 - The MN Airport System airside needs report was received and reported that the airport was in good condition

c. City Administrator Willer reported on the March 13, 2009 EDA meeting as follows:

- The EDA conducted an on-site visit to two buildings located within the Industrial Park. These buildings are listed for sale with Main Street Real Estate.
- Buildings listed for sale within the City also include Fitness Guru, Main Street Drug and Main Street Press. Staff has made contact with the owner of Main Street press asking them to secure and/or clean up the building.
- Fairway Pines have completed their Business Assistance Form.
- The City has executed a Subordination Agreement with the Palmer House.
- The SBDC is still meeting at the City hall every other Wednesday.

7. ACTION ITEMS

a. Chief Polipnick stated that due to several volunteer firefighters resigning/retiring (Al Meyer, Pat Robischon, Tim Proell and Mark Tomsche) in the past months and two additional anticipated retirements later this year, he is recommending initiating the process to fill the vacancies.

A motion was made by Council Member Johnson and was seconded by Council Member Stone authorizing going forward with the hiring process for volunteer firefighters. A vote being recorded as follows: For: Council Members Johnson, Stone, Thomas and Coenen. Against: None. Abstain: Mayor Kirckof. (Reason: Personal). The motion passed.

The timeline for hiring is as follows:

- April 30, 2009 – Deadline for submitting application packets
- May 4-8, 2009 – Review and rate applications
- May 11-15, 2009 – Conduct interviews
- May 25-29, 2009 – Conduct the background and reference checks
- June 3, 2009 – Council to take action hiring 6 volunteer firefighters

b. Throughout the calendar year various interfund transfers are required to transfer budgeted funds to debt service, sinking funds, capital project funds, etc. Several of the transfers were approved previously when capital fund projects were closed.

The transfers occur annually for audit purposes.

Council Member Thomas introduced Resolution No. 2009-13, Resolution Authorizing Transfer of Funds. The motion was seconded by Council Member Stone. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

c. Mayor Kirckof stated that City Administrator Willer has been with the City for three years as of February 21, 2009. He met with Ms. Willer on March 12, 2009 and stated that she performs at a superior rate. His recommendation was that a

pay increase be granted; however, Ms. Willer feels that due to the financial challenges our City faces, a step increase at this time is not in the best interest of the City of Sauk Centre.

City Administrator Willer was thanked for her hard work and dedication to the City.

- d. Police Secretary Melissa Kleinschmidt has been with the City for one year as of March 17, 2009.

Police Chief Friedrichs has stated that Ms. Kleinschmidt exceeded performance in all categories. He also noted that she has been able to take on additional transcription duties eliminating the need for additional support staff and he feels that she be moved from a probationary employee to a regular full time employee at the accompanying wage of \$16.61 an hour.

A motion was made by Council Member Coenen and was seconded by Council Member Thomas to change the status of Police Secretary Melissa Kleinschmidt from a Probationary employee to a regular full time employee at the rate of \$16.61 an hour. A vote being recorded as follows: For: Council Members Coenen, Thomas, Johnson, Stone and Mayor Kirckof. Against: None. The motion passed.

- e. The Park Board, in an effort to find additional uses for the Arena and also to raise funds for the park department is requesting to hold a bean bag tournament on May 2, 2009. They would volunteer to hold the event and be on site during the event, similar to the Teen Dances they held last fall.

The Board would serve concessions and operate the tournament. M&M Corner Bar has agreed to serve liquor for the event similar to Ladies Night Out (See Action Item 7f).

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the use of the Arena on May 2nd by the Park Board to conduct a bean bag tournament at no charge with proceeds of the event to be allocated to the parks department. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

- f. The Park Board is requesting to have M&M's Corner Bar utilize their On-Sale liquor license at the Arena bean bag tournament on May 2, 2009.

Four security personnel will be provided that will insure that liquor is not served to minors and that no liquor will leave the building. An additional condition is that no glass containers are allowed.

A motion was made by Council Member Stone and was seconded by Council Member Thomas to approve the temporary off premise one day on sale intoxicating liquor license to M&M's Corner Bar for the Arena bean bag tournament on May 2nd. A vote being recorded as follows: For: Council Members Stone, Thomas, Johnson and Coenen. Against: None. Abstain: Mayor Kirckof (Reason: Personal). The motion passed.

- g. See 6b above.

A motion was made by Council Member Thomas and was seconded by Council Member Stone to authorize the City Engineer to review and update the 11 unit t-hangar plans and specifications and provide them to the Council at a future meeting. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

8. UNFINISHED BUSINESS

- a. The Finance Committee recommended the Council cut \$168,208.72 from the general fund budget. It was noted that these cuts are larger than the LGA cuts.

Mayor Kirckof asked that the Council review the cuts and contact City Administrator Willer with any questions.

- b. The City's auditing firm Larson Allen, LLP was onsite March 2-5 conducting the onsite work for the audit. With increased standards and requirements that are implemented each year, staff has been taking on a bigger role in the auditing process to help offset those increase costs.

It is anticipated that a full audit report will be presented to the Council on May 6.

9. NEW BUSINESS

None.

10. CONSENT AGENDA

The Council then considered the following consent agenda:

- a. Schedule of Claims – Total of unpaid claims \$20,603.49 and paid claims \$5,129.32 for a total of \$25,732.81
- b. List of February checks totaling \$373,717.26 (Check No. 28621 through Check No. 28702).
- c. Resolution No. 2009-14, Resolution Acknowledging Contribution. The contribution totaled \$10,000 from the Sauk Centre Youth Hockey Association.

A motion was made by Council Member Johnson and was seconded by Council Member Stone to approve the Consent Agenda. A vote being recorded as follows: For: Council

Members Johnson, Stone, Thomas, Coenen and Mayor Kirckof. Against: None. The motion passed.

Mayor Kirckof thanked the Youth Hockey Association for their donation.

11. INFORMATIONAL ITEMS

- a. St. Michaels' Foundation Spring Gala will be held on April 25 at Gerard's.

12. ADJOURNMENT

A motion was made by Council Member Thomas and was seconded by Council Member Stone to adjourn the meeting. A vote being recorded as follows: For: Council Members Thomas, Stone, Johnson, Coenen and Mayor Kirckof. Against: None. The motion passed.

With no further business to come before the Council, Mayor Kirckof adjourned the meeting at 7:15 p.m.

Respectfully Submitted,

Mayor Brad A. Kirckof

City Administrator Vicki M. Willer